

Student Sexual Assault, Harassment, Bullying & Discrimination Policy

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Description	This policy outlines the University's approach to preventing, reporting and responding to incidents of student sexual assault, harassment, bullying and discrimination.

Related documents 2019/1001126

[Procedures for Reporting and Responding to Student Sexual Assault, Harassment, Bullying and Discrimination](#)

[Report a Concern Form](#)

[Equity, Diversity and Inclusion Policy](#)

[Student Charter](#)

[Student Misconduct Policy](#)

[Student Misconduct Procedures](#)

[Staff Harassment, Bullying and Discrimination Policy](#)

[Reporting and Resolution of Staff Sexual Assault, harassment, Bullying and Discrimination Policy](#)

[Guide to dealing with Workplace Harassment, Bullying and Discrimination \(Griffith users only\)](#)

[Griffith Health Code of Professional Practice](#)

[The Responsible Conduct of Research](#)

[Student Critical Incident Management Policy](#)

[Student Critical Incident Management Procedures](#)

[Resolution of Breaches of Residential Community Standards and other Grievances within the Griffith University Residential Colleges Policy](#)

[Community Standards – Griffith Residential Colleges Handbook](#)

[Work Placement Guidelines](#) or [Work Experience Guidelines](#)

Related links

[Safe Campuses](#)

[Workplace Harassment, Bullying and Discrimination Website \(Griffith users only\)](#)

[Equity, Diversity and Inclusion](#)

External links

[Griffith University Gold Coast Student Guild](#)

[Griffith Student Representative Council \(SRC\)](#)

[Griffith University Postgraduate Student Association \(GUPSA\)](#)

[Gold Coast Association of Postgraduate Students \(GCAP\)](#)

[Queensland Human Rights Commission](#)

[Queensland Ombudsman](#)

1. INTRODUCTION

The University recognises the right of all students and staff to a University environment where equality of opportunity, inclusion and diversity are valued, promoted and practised.

The University has zero tolerance for sexual assault, harassment (including sexual harassment), bullying and discrimination and expects that students, regardless of background or intrinsic characteristics, are able to participate fully in University activities and will feel that their contribution is welcomed, valued and supported.

In accordance with the Student Charter, all students are expected to observe reasonable [standards of behaviour](#) with respect to all University activities and University property, thereby refraining from harassment (including sexual harassment), discrimination, bullying and other forms of intimidating or unlawful behaviour including sexual assault, against other students and staff.

This policy and its procedures (the *Procedures for Reporting and Responding to Student Sexual Assault, Harassment, Bullying and Discrimination*), detail the University's approach to preventing, reporting and responding to sexual assault, harassment (including sexual harassment), bullying and discrimination by students, including the provision of support to affected individuals (victim/survivor and alleged perpetrator), and managing concerns under the *Student Misconduct Policy* and *Student Misconduct Procedures*.

The University is committed to providing wellbeing and counselling support services and referrals to individuals affected by these behaviours via [student](#) and [staff](#) counselling and [crisis support](#).

2. SCOPE

This policy and its procedures apply to the conduct of all students enrolled at the University (non-award, undergraduate, postgraduate, domestic, international and Research by Higher Degree candidates) when engaged in University related activities which are on campus, in transit to/from campus, off campus and online.

2.1 Other related University policies

At the discretion of the Deputy Registrar, a concern about a student may be simultaneously managed under more than one University policy, including but not limited to:

- *Student Misconduct Policy* and *Student Misconduct Procedures*
- *Griffith Health Code of Professional Practice* – where managing professional practice concerns
- *Health and Safety Policy* – governs safety expectations across the University
- *The Responsible Conduct of Research* – where students participate as human subjects in research conducted at the University

A critical incident which involves an International Student from Griffith University may be simultaneously managed under the *Student Critical Incident Management Policy* and *Student Critical Management Procedures*.

When an incident occurs within the Griffith University residential colleges, the matter will be managed by the Director, Campus Life in accordance with the *Resolution of Breaches of*

Residential Community Standards and other Grievances within the Griffith University Residential Colleges Policy.

2.2 Complaints against staff members

The conduct of staff members is managed under the Workplace Harassment, Bullying and Discrimination Policy and related procedures. Where an individual is both a student and a staff member, the matter will be managed according to their role at the time of the alleged incident.

2.3 University visitor complaints

Sexual assault, harassment (including sexual harassment), bullying and discrimination complaints against or from visitors to the University are not dealt with under this policy and associated procedures. An individual wishing to make a complaint should contact the Vice President (Corporate Services) office on complaints@griffith.edu.au.

3. DEFINITIONS

The definitions below are intended to assist individuals in identifying conduct which may constitute sexual assault, sexual harassment, harassment, bullying or discrimination, but are not prescriptive. An extended glossary of terms is also provided in Section 9 of this policy – [Glossary of terms](#).

3.1 Sexual Assault

Sexual assault is any unwanted or forced sexual act or behaviour that occurs without consent. Sexual assault occurs when a person indecently assaults another person or procures another person, without their consent, to commit a sexual act (Section 352 of the Queensland Criminal Code Act 1899).

Consent must be freely and voluntarily given by a person with the cognitive capacity to do so. Consent is not freely and voluntarily given if a person is:

- forced to engage in the sexual act;
- unconscious or asleep
- under the influence of drugs or alcohol
- threatened or intimidated
- in fear of bodily harm, or
- under a mistaken belief that the person was their sexual partner.

3.1.1 Examples of sexual assault

Sexual assault is	Sexual Assault is not
<ul style="list-style-type: none">▪ sexual intercourse without consent;▪ oral sex without consent;▪ anal sex without consent;▪ groping and inappropriate touching of a sexual nature without consent.	<ul style="list-style-type: none">▪ a consensual sexual act or behaviour.

3.2 Harassment and Sexual Harassment

Harassment is repeated behaviour that is directed at an individual or group of students or staff and is offensive, humiliating, intimidating or threatening. The behaviour is often unwelcome and makes it difficult for effective work or study to be conducted.

Harassment occurs in circumstances where a reasonable person would have expected that the behaviour was going to be offensive, humiliating or intimidating and may be sexual in nature or based on gender, race, disability, sexual orientation or a range of other factors listed in the Queensland Anti-Discrimination Act (1991).

Sexual harassment is a form of harassment and includes any unwelcome conduct of a sexual nature that is offensive, humiliating, intimidating or threatening. The behaviour does not have to be repeated for it to constitute sexual harassment. Sexual harassment is unlawful under the Queensland Anti-Discrimination Act (1991) and the Sex Discrimination Act 1984 (Cth).

Conduct of a sexual nature includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing.

Sexual harassment occurs in circumstances where a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

3.2.1 Examples of harassment

Harassment is	Harassment is not
<ul style="list-style-type: none"> ▪ sending offensive emails or text messages; ▪ continually displaying offensive or pornographic signs, posters or screen savers; ▪ telling insulting jokes about particular racial groups; ▪ making derogatory comments or taunts about a person or group of people; ▪ sabotaging a person's study or work; ▪ abusing someone verbally in relation to an attribute such as calling someone a name that mocks them; ▪ asking repeated intrusive questions about someone's personal life. 	<ul style="list-style-type: none"> ▪ except in the case of sexual harassment, a single or isolated conflict or remark; ▪ gestures or remarks that arise from a relationship of mutual consent such as giving a friend a hug or compliment.

3.2.2 Examples of sexual harassment

Sexual harassment is	Sexual harassment is not
<p>One-off or repeated incidences of:</p> <ul style="list-style-type: none"> ▪ unwanted physical contact such as patting, pinching or touching in a sexual way; ▪ unnecessary familiarity such as deliberately brushing against a person; ▪ sexual propositions; ▪ unwelcome and uncalled for remarks or insinuations about a person's sex or private life; ▪ suggestive comments about a person's appearance or body; ▪ offensive telephone calls, texts, emails or social media posts of a sexual nature; ▪ subjecting a person to sexually offensive screen savers or images in electronic or other form. 	<ul style="list-style-type: none"> ▪ sexual contact that has been engaged in with consent of the recipient, when the consent has not been obtained through fear, intimidation, threats or force or where there is a power imbalance in the relationship; ▪ flirting that is invited and not unwelcome; ▪ attraction or friendship that is invited and not unwelcome; ▪ conduct of a non-sexual nature such as unreasonably requesting a person to do a favour that is not sexual in nature (which may be considered harassment or bullying).

3.3 Bullying

The Department of Education and Training Queensland defines bullying as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Bullying within a workplace is where an individual or group of individuals repeatedly behaves unreasonably towards a worker or a group of workers at work and the behaviour creates a risk to health and safety (Fair Work Act 2009).

Except in the case of sexual harassment, a single incident of unreasonable or harassing behaviour does not, of itself, constitute bullying.

3.3.1 Examples of bullying

Bullying is	Bullying is not
<ul style="list-style-type: none"> ▪ abuse including threats, insults, gestures or offensive language which may be verbal or in written form such as via text, email or through social media (cyberbullying); ▪ repeated unreasonable criticism of another student's work; ▪ repeatedly and deliberately excluding someone from a group; ▪ behaviour intended to frighten, intimidate or degrade a person; ▪ deliberately supplying incorrect information or withholding information from a person; ▪ spreading misinformation about someone; ▪ inappropriate comments about a person's appearance; ▪ physical abuse; or ▪ teasing or pranking a person repeatedly that causes discomfort. 	<ul style="list-style-type: none"> ▪ a one off offensive comment about a person that is never repeated and is not of a sexual nature; ▪ having an argument, conflict or disagreement with another student (where there is no power imbalance); ▪ constructively critiquing another student's work; ▪ having a difference of opinion and expressing it to others in an appropriate way; or ▪ not liking someone or being rejected socially by an individual or group of students.

3.3.2 Repeated behaviour

Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

3.4 Discrimination

Discrimination occurs when a person is treated less favourably than another person because of an attribute (direct discrimination), or when a requirement that is the same for everyone has an unfair effect on some people because of an attribute (indirect discrimination).

The grounds under which discrimination is unlawful and on which discrimination in this policy is based are stated in the Queensland Anti-Discrimination Act (1991).

3.4.1 Attributes

Attributes are defined in Section 9 of this policy – [Glossary of terms](#).

3.4.2 Examples of discriminatory behaviour

Discrimination is	Discrimination is not
<ul style="list-style-type: none"> ▪ subjecting a person to humiliating initiation ceremonies to be accepted into a group, where an attribute made them a target for the initiation; ▪ spreading gossip or rumours about a person based on an attribute; 	<ul style="list-style-type: none"> ▪ making a complaint about another student on the basis of their contributions to a group assessment task; ▪ behaviour that may be considered bullying but is not directed to a person because of an attribute;
<ul style="list-style-type: none"> ▪ refusing to work as a group with a person because of an attribute (for example, because a student was older, a particular Nationality or sexual orientation or had family responsibilities); ▪ deliberately excluding a person from a study group because of a perception they may be slower than other students due to an attribute such as age, impairment or sex; ▪ telling jokes about racial groups; ▪ posting to social media ridiculing a person on the basis of an attribute such as gender identity, sexual orientation or race. 	<ul style="list-style-type: none"> ▪ providing peer review feedback that is critical of the quality of another student's work; ▪ having a one off conflict with a person of a different race when the conflict is not due to that person's race; ▪ adjusting to accommodate another student such as changing a meeting day or location to accommodate a student with a religious commitment, family responsibility or disability requiring a change of location.

4. PREVENTION

The University aims to eliminate all forms of sexual assault, sexual harassment, harassment, bullying and discrimination from its campuses and commits to providing a safe, equitable and inclusive environment where students are able to participate in all University activities.

Further, the University commits to reducing opportunities for sexual assault, sexual harassment, harassment, bullying and discrimination on campus by having 24-hour security services present on our main campuses.

Other methods used to promote respectful behaviour within the university community include effective communication, policies and training and awareness activities.

4.1 Effective communication

The University commits to the promotion of core values to prevent sexual assault, sexual harassment, harassment, bullying and discrimination by students and will support this through:

- promoting a clear message of zero tolerance regarding behaviours which constitute sexual assault, sexual harassment, harassment, bullying, discrimination and victimisation.
- explicitly communicating with students about the expectations for being a member of a respectful and inclusive University community.
- promoting model behaviours through a variety of media.
- clearly communicating the options for reporting incidents of sexual assault, harassment (including sexual harassment), bullying and discrimination, and how to seek support.

4.2 Clear expectations and policy

University policies and procedures will promote core values and expectations in deterring sexual assault, sexual harassment, harassment, bullying and discrimination and managing related complaints.

The University will:

- make clear that it takes a zero tolerance approach to sexual assault, sexual harassment, harassment, bullying and discrimination.
- provide in policy, a definition of what may and may not constitute sexual assault, sexual harassment, harassment, bullying and discrimination to provide clarity for students and staff.
- provide clarity around the options for reporting incidents of sexual assault, sexual harassment, harassment, bullying and discrimination.
- provide all students with the *Student Charter* as part of Orientation
- inform staff of their responsibilities under this policy and its procedures and raise University-wide awareness to prevent these behaviours and promote a respectful campus community.
- treat individuals fairly, impartially, equitably and with compassion and empathy, while adhering to the principles of natural justice (procedural fairness) in making decisions related to concerns.
- provide meaningful outcomes for affected students, as far as possible and seek to minimise the impact of incidents of these behaviours on affected students' learning and academic progress.

4.2.1 Work Placement and Work Experience

The University requires work placement and work experience providers to confirm that they comply with current anti-discrimination legislation before students are approved for work placement or experience. Through the *Work Placement Guidelines* or *Work Experience Guidelines* the University sets out the reporting obligations of the provider, the student and the University.

4.2.2 Residential Colleges and Accommodation Providers

Through the *Community Standards - Residential Colleges Handbook*, the University sets out standards for the residential college community, with clear expectations that residents will conduct themselves in a caring, considerate and responsible manner. The handbook also outlines the University's zero tolerance for hazing.

Further, the University shares guidelines and recommended procedures for responding to incidents of sexual assault and sexual harassment with external accommodation providers with whom the University partners.

4.3 Awareness and training

The University encourages all students and staff to participate in training and awareness activities.

4.3.1 Consent

All commencing students are expected to increase their knowledge of consent and consensual behaviour during orientation. Consent training is available to all [staff](#) and [students](#) via Learning@Griffith.

4.3.2 Bystander awareness

Through the University's [Violence Research and Prevention Program](#), University staff and students have access to a specialised violence prevention training program, the [MATE Bystander Program](#).

Resources are also available on the [Safe Campuses](#) website for students and staff who have been affected by an incident of sexual assault, including the support and reporting options that are available and guidelines on how to be an effective bystander and responder.

4.3.3 Targeted training for College Residents and Accommodation Providers

Campus Life will provide an annual calendar of training for Griffith University College Residents and Residential Advisors, including training in consent, responding to incidents, and respectful behaviours. Training and resources are also offered to external accommodation providers with whom the University partners.

4.3.4 Targeted training for Harassment and Discrimination Contact Officers

The University will continue to ensure that all HDCOs have completed all relevant training required to perform the role effectively.

4.3.5 Respectful behaviour

The [Counsellor \(Violence Response and Prevention\)](#), together with other staff, will contribute to strengthening the community response to personal violence at Griffith through the development and provision of training and awareness activities for students and staff to enhance pro-social behaviour, personal wellbeing and violence prevention on campus.

The University is committed to ensuring staff and student leaders have access to training and resources to both promote respectful behaviour and act appropriately and in accordance with University policy and procedures when an incident occurs.

4.3.6 Diversity and inclusion

The University seeks to ensure that all our graduates are socially responsible and culturally capable and as such, encourages students and staff to complete awareness training such as '[Walking in Rainbow Shoes](#)' and cultural awareness, and to participate in University events celebrating [cultural diversity](#).

5. REPORTING AND DISCLOSING INCIDENTS

The University encourages individuals to report incidents of sexual assault, sexual harassment, harassment, bullying and discrimination and provides options ranging from anonymous reporting and disclosure, to lodgement of formal concerns and investigations.

The University does not tolerate victimisation and will take reasonable steps to ensure that all individuals involved are not victimised.

Further, the University provides counselling and wellbeing support services which can be accessed on campus, online or via telephone, for [students](#) and [staff](#) who have been affected by these behaviours. Further information is available in section 7 of this policy – [Support](#).

5.1 If students or staff are in immediate danger or require urgent medical attention, the first step should be to call emergency services on 000 (112 from mobile phones) or call Griffith University security on 1800 800 707 (extension 7777 from any University phone). **Support for finding and understanding reporting and disclosure options**

5.1.1 Counsellor (Violence Response and Prevention)

The [Counsellor \(Violence Response and Prevention\)](#), and other counsellors, can provide information to survivors, bystanders and responders in relation to the support and disclosure options available in relation to sexual harassment, sexual assault and other forms of personal violence.

An individual can contact [Counselling and Wellbeing](#) at any stage and it may be the first point of contact.

5.1.2 Harassment and Discrimination Contact Officers

The University has [Harassment and Discrimination Contact Officers](#) (HDCOs) to support students and staff when harassment, bullying and discrimination may have occurred. HDCOs can provide information about the University's harassment, bullying and discrimination policies and procedures and promote a discrimination free study and work environment.

At any stage, information about options is available to all students and staff from HDCOs and they may be the first point of contact.

5.1.3 Student organisations

The Griffith University Student Representative Council, the Gold Coast Student Guild, the Griffith University Postgraduate Students Association, and the Gold Coast Association of Postgraduates are able to provide assistance and information to students throughout the process.

5.2 Reporting an incident

A complaint of sexual assault, sexual harassment, harassment, bullying or discrimination may be reported in accordance with this policy and its associated procedures at any time following an incident, regardless of whether or not it has been reported to the police.

The incident may be reported by a victim, bystander, or with their consent by another person (e.g. a staff member or fellow student) through the University's [confidential reporting mechanism](#).

The *Procedures for Reporting and Responding to Student Sexual Assault, Harassment, Bullying and Discrimination* outline the process for reporting, responding to and resolving concerns.

The University may decline to take action in respect of a complaint that is assessed as frivolous or vexatious.

5.3 Precautionary actions

Precautionary actions are non-disciplinary actions that may be imposed in response to a disclosure or complaint. The purposes of precautionary actions are to ensure the safety of the affected individuals, to discourage or prevent victimisation and retaliation, prevent further incidents of these behaviours and/or preserve the University's ability to conduct the investigation.

They are not considered sanctions/penalties under any University complaint/disciplinary process and are without prejudice to the person against whom the complaint is made. Further information on the implementation of precautionary actions is outlined in section 5 of the [Procedures](#) – Actions arising from formal concerns.

6. RESPONDING TO DISCLOSURES

An individual who has been the subject of harassment, bullying, discrimination or assault may wish to disclose to a fellow student or staff member of their choice. The health, safety and wellbeing of the person disclosing is of the utmost priority.

The manner in which a person responds can have a significant impact on the individual's ability to seek further assistance and recover from any trauma. As such, students and staff are encouraged to refer the matter to a [HDCO](#) or obtain information from the [Counsellor \(Violence Response and Prevention\)](#) if they are approached by an individual with a matter that they do not feel equipped to deal with.

6.1 Responding to a disclosure of harassment, bullying or discrimination

Harassment and Discrimination Contact Officers ([HDCOs](#)) are trained to support students and staff when harassment, bullying and discrimination may have occurred and can provide information about the relevant University policies and procedures.

The University recognises however, that in the first instance an individual may choose to disclose to another student or staff member that they know. Principles to follow when responding to a disclosure of harassment, bullying or discrimination are provided in section 3 of the *Procedures*.

6.2 Responding to a disclosure of sexual harassment and sexual assault

While the University has a number of staff trained in responding to disclosures of sexual assault, it recognises that any student or staff member may be the first person that an individual discloses to. Principles to assist students and staff to respond effectively to disclosures of sexual harassment and assault are available in section 3 of the *Procedures*, with further resources available on the [Safe Campuses](#) site.

All Griffith University Counsellors are trained in responding to disclosures of personal violence, including sexual assault. Survivors can access [priority appointments](#) and/or [crisis support](#).

6.3 Limits to confidentiality

The University will support individuals who have been affected by sexual assault, sexual harassment, harassment, bullying and discrimination to manage their response on their own terms and when they feel safe and confident to do so. There are occasions however where limits to confidentiality should be observed, specifically in instances of child sexual abuse/assault or where there is a continued/immediate threat to the safety of the individual or others.

7. SUPPORT

The University is committed to providing accessible supports for individuals who are affected by student sexual assault, sexual harassment, harassment, bullying or discrimination. At all times, the University respects an individual's rights to privacy and confidentiality when providing support services.

7.1 Counselling and wellbeing services

The University provides counselling services to support the mental health and wellbeing of [students](#) and [staff](#) via on campus, telephone and online consultations.

7.1.1 Counselling for survivors of sexual assault and personal violence

The University provides priority counselling appointments for individuals experiencing sexual assault or personal violence, or seeking support for past experience of this. The services can be accessed by contacting the [Counsellor \(Violence Response and Prevention\)](#) on telephone 5552 9600 or email counsellor@griffith.edu.au.

7.2 Crisis Support

The University provides an after hours [crisis support service](#) for individuals who require assistance to manage their reaction to a particular event or experience and to provide support and resources in the individual's time of need.

Staff can also access trauma support via the [Employee Assistance](#) provider when they disclose the purpose of their call.

7.3 Targeted supports

The University offers targeted support services to Aboriginal and Torres Strait Islander students, students with disabilities, LGBTIQ students, students from refugee backgrounds, adult learners and Pacific Islander and Maori students. Further information is available on the [Student Services](#) website.

7.4 Academic Support

There is a range of University staff that can provide academic support to the student – the Course Convenor, Program Director, Program Advisor, Learning Advisors, International Student Advisors (international students) and a range of peer support – peer assisted study sessions and mentoring.

Based on the nature of the student's concerns, the Deputy Registrar will nominate a coordinator within Student Life. This central contact person will establish and maintain a liaison relationship with the student and any relevant University staff members and programs.

To support students who experience extenuating or exceptional circumstances, the University:

- extends special consideration to students in respect of their course and any assessment item in the course as specified in Section 9.1.1 of the [Assessment Policy](#).
- provides an application process for deferred assessment for students prevented from undertaking an assessment item as specified in Section 9.3 of the [Assessment Policy](#).
- considers requests for withdrawal from a course/s due to special circumstances on the grounds supported by appropriate documentary evidence as specified in Section 7.6 of the [Student Administration Policy](#).

- provides students with the opportunity to voluntarily discontinue their enrolment by requesting a period of leave of absence as specified in Section 9.2 of the [Student Administration Policy](#).
- approves periods of leave of absence as specified in Section 9.2 of the [Student Administration Policy](#).
- may establish precautionary actions in order to limit the impact on learning, work and academic progress of affected individuals.
- may extend the maximum period for completing a program on the basis of exceptional circumstances affecting the student's progress in the program as specified in Section 10.1 of the [Student Administration Policy](#).

8. RESPONSIBILITIES

All students are expected to observe reasonable [standards of behaviour](#) with respect to all University activities and University property, thereby refraining from harassment (including sexual harassment), discrimination, bullying or other forms of intimidating or unlawful behaviour against other students and staff; and uphold professional [standards of behaviour](#) towards all persons they interact with in their capacity as a University student whilst undertaking activities related to their degree that are external to the University.

All staff have a responsibility to behave professionally and with respect for others in accordance with the [Code of Conduct](#) and relevant legislation.

Senior managers are accountable for ensuring that harassment, bullying and discrimination are prevented or dealt with effectively at the element level.

More specific responsibilities are outlined below:

8.1 Senior Deputy Vice Chancellor

All incidents of sexual assault are reported immediately to the Senior Deputy Vice Chancellor via de-identified notification, and with the student's consent. An annual report of de-identified disclosures and complaints made under this policy will be made to the University Council by the Senior Deputy Vice Chancellor.

The Senior Deputy Vice Chancellor may approve the extension of precautionary actions in response to extenuating circumstances.

The Senior Deputy Vice Chancellor determines in conjunction with the Vice Chancellor whether an event or a combination of events reported under this policy is considered to constitute a material change that significantly affects the University's ability to meet the Higher Education Standards Framework (2015). In the circumstance that it does constitute a material change the Senior Deputy Vice Chancellor shall notify TEQSA of the material change.

8.2 Vice President (Global)

For critical incidents involving International Students, it is the responsibility of the Vice President (Global) to determine the appropriate course of action, along with other relevant members of the Critical Incident Management Team (CIMT).

8.3 Director, Campus Life

Responsibility for the management of the University Residential Colleges is vested in the Director, Campus Life and as such the position is responsible for the management of resolution of breaches of residential community standards and other grievances within the Griffith University Residential Colleges.

The Director, Campus Life is responsible for making notifications of sexual assault to the Senior Deputy Vice Chancellor as reported by Security and Traffic, Griffith Accommodation and Griffith Sport and Recreation, with the affected student's consent.

8.4 Registrar

The Registrar is responsible for providing accessible student support services for students. The Registrar delegates the operational management and decision-making to the Deputy Registrar.

8.5 Deputy Registrar

Through delegated responsibility from the Registrar, the Deputy Registrar is responsible for the management of student support services and concerns of student sexual assault, sexual harassment, harassment, bullying and discrimination in accordance with this policy and its associated procedures.

The Deputy Registrar is responsible for nominating a coordinator from Student Life who will oversee individual concerns and guide staff and students through liaison and referral with other parts of the University and with relevant external agencies as appropriate. The nominated coordinator will consult with the Deputy Registrar for a determination on which University policies apply if the matter is to be dealt with under more than one University policy.

The Deputy Registrar's office is responsible for maintaining within a business system, records of informal disclosures and formal concerns of sexual assault, sexual harassment, harassment, bullying and discrimination; and with the affected student's consent, making notifications of sexual assault to the Senior Deputy Vice Chancellor or Vice President (Global).

The Deputy Registrar is responsible for directing the establishment of precautionary actions to minimise the impact on learning, work and academic progress for affected individuals.

8.6 Manager, Student Integrity

The Manager, Student Integrity is responsible for the operationalisation of a number of student policies including the University's Student Misconduct Policy and Procedures. The Manager, Student Integrity may consult the Academic Registrar for a determination on which University policies apply if a matter is to be dealt with under more than one University policy.

8.7 Director, Student Health, Wellbeing and Safety

The Director, Student Health, Wellbeing and Safety is responsible for coordination, implementation and information on personal support for students including student well-being, health, equity, diversity and inclusion.

8.8 Counsellor (Violence Response and Prevention)

The Counsellor (Violence Response and Prevention) is responsible for coordinating timely access to counselling, and other specialist services (medical, legal etc.) for students involved in a sexual assault incident, and ensuring students are supported through the reporting process, should they choose to report.

The Counsellor (Violence Response and Prevention) also provides, along with other counsellors, professional counselling in response to personal violence issues, including sexual assault, harassment and domestic and family violence.

The Counsellor (Violence Response and Prevention) is responsible for compiling de-identified data on access to counselling services by individuals who disclose incidents of personal or sexual violence, and providing this on a regular basis to the Academic Registrar.

8.9 Student Organisations

The Griffith University Student Representative Council, the Gold Coast Student Guild, the Griffith University Postgraduate Students Association and the Gold Coast Association of Postgraduates are able to provide assistance and information to students throughout the process and follow up.

8.10 Harassment and Discrimination Contact Officers

Harassment and Discrimination Contact Officers (HDCOs) provide information in relation to options for reporting and support services, on and off-campus. HDCOs provide information in accordance with the University policies and procedures.

8.11 Director, People and Wellbeing

The Director, People and Wellbeing is responsible for the oversight of strategic direction and policy related to the prevention and resolution of workplace harassment, bullying and discrimination within the University.

9. GLOSSARY OF TERMS

Attributes include:

- age;
- race (includes colour, descent, ethnic origin, and nationality or national origin);
- impairment (covers most physical and psychological conditions, and includes reliance of a guide, hearing, or assistance dog, wheelchair or other remedial device, as well as present and past impairments);
- sex;
- sexuality/sexual orientation (including but not limited to heterosexuality, homosexuality or bisexuality);
- gender identity (a person may identify as a member of the opposite sex, or is of indeterminate sex and seeks to live as a member of a particular sex);
- pregnancy and breastfeeding;
- family responsibilities and parental status (responsibility to care for or support a child or other member of immediate family, includes being a step-parent, adoptive parent, foster parent, or guardian);
- political belief or activity;
- relationship status (whether a person is single, married, married but separated, divorced, widowed, de facto partner, or civil partner);
- religious belief or activity (includes not holding a religious belief, and not engaging in lawful religious activity); and
- association with, or relation to, a person identified on the basis of any of the above attributes.

Bullying is defined in section 3 of this policy – [Definitions](#)

Business systems refers to databases that store information relating to student concerns and the outcomes of decisions made in respect of student concerns or case management systems that track information leading to a decision in relation to a concern, the reasons for a decision and a record of the decision or decision support applications that store policy or other information to guide decision-makers.

Complainant means a person making a complaint through submitting an informal or formal concern. To lodge a concern in accordance with this policy the person must be a student as defined below.

Cyberbullying is bullying that occurs through the use of technology eg. online.

Element refers to University business areas such as Schools, Departments, Centres and Offices.

Harassment is defined in section 3 of this policy – [Definitions](#)

Hazing is any mental or physical requirement or obligation placed upon any person or group of persons which could cause discomfort, pain, fright, disgrace, injury or which violates any Commonwealth, State or Local Government statute or any University policy.

Notification is a report made to the Senior Deputy Vice Chancellor that an incident of sexual assault has occurred. In making the report the consent of the affected student/s is sought and identities are not disclosed.

Perpetrator or alleged perpetrator means a person who is alleged to have committed one or more acts that are defined in Section 3 of this policy. For management under this policy the person must be a student as defined below.

Reasonable person is a person who exercises average care, skill and judgement in making a decision.

Repeated refers to the persistent nature of the behaviour and can involve a range of behaviours over time.

Responder refers to a person to whom an individual discloses an experience of sexual assault, bullying, harassment or discrimination.

Child sexual abuse/assault means sexual assault of a child, a student under the age of 18 in Queensland.

Sexual assault is section 3 of this policy – [Definitions](#)

Sexual harassment is section 3 of this policy – [Definitions](#)

Staff refers to all staff, including sessional, casual, visiting, honorary, adjunct, conjoint appointments and volunteers at Griffith University.

Student refers to a person who has an active enrolment status in a program of the University. To have an active enrolment status, the student shall have:

- accepted an offer of admission to a program and shall have completed the enrolment procedures prescribed by the University;
- paid such fees and charges as the University may require to be paid as a condition of enrolment;
- fulfilled the conditions prescribed for Commonwealth supported students, in the case of a student admitted to a program as a Commonwealth supported student; and
- completed any other procedures which may be required as a condition of enrolment.

In some instances, a student undertaking a program classified as a Higher Degree by Research (HDR) may be referred to as an HDR candidate.

Survivor refers to a person who has survived sexual assault.

Unreasonable behaviour means behaviour that a reasonable person, having considered the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating, intimidating or threatening. Behaviour includes all forms of communication including email, text messaging and social media. (Safe Work Australia, Guide for Preventing and Responding to Workplace Bullying, 2013).

University related activity means any conduct that is connected to the University, including conduct that:

- occurs on, or in connection to, University lands or other property owned by the University or elsewhere in the context of a person's membership of the University;
- occurs at or in connection with, a residential college that is located within University lands or is associated with the University;
- occurs using, or is facilitated by, University information technology resources or other University equipment;
- occurs during, or relates to, the performance of duties for the University;
- occurs during or in connection to any University related function or event (whether sanctioned or organised by the University or not) or when representing the University in any capacity.

Vexatious refers to a complaint which is:

- without merit;
- the substance of the complaint has already been considered by the University and satisfactory measures have been taken to resolve the matter;
- dishonest or contains intentionally misleading information;
- pursued with undue persistence; or
- pursued in a manner that harasses a member of University staff or fellow student.

Victimisation refers to behavior that seeks to penalise a person for taking action or making a complaint in good faith.

Visitor refers to anyone not employed or studying at the University, a contractor working at the University, a dependent of an employee or student of the University.